

# Checklist for Annual Catering Permit

Investigator \_\_\_\_\_

DBA name and address \_\_\_\_\_

**\*The fee for an Annual Catering Permit is \$1,500 for KCMO and \$1,000 for Jackson County**

*The following requirements will be completed by the investigator working on your case*

\_\_\_\_ **Investigator requirement** – A copy of the final invoice showing all outstanding permit/license fees

\_\_\_\_ **Investigator requirement** – Check the server and master file of the current licensee to see if a **conditional liquor license** has been issued. Is a conditional liquor license in place at this location? \_\_\_\_\_. If yes, you must submit the conditional license and this case to the manager for review.

Have   Need

\_\_\_\_   \_\_\_\_   Liquor License Application (**must be signed**). **Form provided by the Regulated Industries Division**  
(<http://www.kcmo.org/CKCMO/Depts/NeighborhoodAndCommunityServices/Regulated/>)

\_\_\_\_   \_\_\_\_   \$500 Application fee (Annual Catering Permit only) – check or money order payable to the City Treasurer (only a restaurant/bar or a caterer is eligible to receive an Annual Catering Permit)

\_\_\_\_   \_\_\_\_   Consultant consent form signed by the applicant (only applicable if a consultant is used)

A liquor application can be processed without the **contingency items** that are listed below. However, all **contingency items** must be submitted before a license will be issued.

Have   Need

\_\_\_\_   \_\_\_\_   All liquor licenses as required from the State of Missouri, Division of Alcohol & Tobacco Control –  
8800 E. 63<sup>rd</sup> Street, Suite 180, Raytown, MO 64133, (816) 473-8888

12-21-2021